



Addendum to the LeagueOne User Guide for Club Registrars

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Introduction

The *LeagueOne User Guide* is designed to support all of the LeagueOne state soccer association customers. LeagueOne has provided a customized solution for Wisconsin Youth Soccer Association, but this solution is not reflected in the User Guide. This addendum explains the Wisconsin-specific features and should be used in conjunction with the *LeagueOne User Guide*.

Registration & Roster Requirements

LeagueOne has been customized to enforce Wisconsin's rules and workflow, which vary depending on the playing division and/or age group. The following sections outline the various rules enforced during the roster validation and approval process.

Player Registration

All registrations are **annual**, meaning that a player belongs to a team for the length of the annual playing year (i.e. 2008-2009). A transfer must be executed for any player moving between teams throughout the playing year (see the Player Transfer section for instructions on transferring players).

All players are allowed up to one youth and adult registration per year. For example, a youth player may have one youth registration and one adult registration. However, no player is allowed to have two youth or two adult registrations. ODP registration is not counted as a second registration.

Out of State Player Registration

Out of state players can register with your club and can be assigned to a team. However, any team with an out of state player on the roster must be approved by the State Office – typically once the State Office has received all of the required documentation.

Player IDs

LeagueOne automatically generates a Player ID based upon the player's name, birth date and the player's mother's month and day of birth. The purpose of this ID scheme is to provide an ID that can be determined from information that most people know rather than requiring the memorization of a random number. The Player ID has the following format FLMMDDYYSSSS where:

F	=	First letter in the player's first name.
L	=	First letter in the player's last name.
MM	=	The month of the player's birth date. (00 – 12)
DD	=	The day of the player's birth date. (01 – 31)
YY	=	The year of the player's birth date. (00 – 99)
SSSS	=	The player's mother's month (00 – 12) and day of birth (01 – 31).

Handling Duplicate Player IDs

There are situations where two players will have the same Player ID. This most commonly occurs when there are twins with the same first initial. In this case, alter the mother's birth day by adding one to the day (i.e. use 0332 instead of 0331 where the mother's birthday is March 31st).

I don't have the mother's month and day of birth

What happens if the player's mother is no longer alive or is unknown? You may use the father's month and day of birth in this situation.

If you are not able to collect the mother's month and day of birth during the Fall 2009-2010 registration period, you will be able to update the value in the Fall 2010-2011 registration period IF YOU FOLLOW THE FOLLOWING NUMBERING SCHEME:

Begin the mother's month and day of birth with the number 9. The next three digits can be any number that you choose but we recommend that you use the last three digits of the phone number to provide greater uniqueness (i.e. "9123").

Roster Rules

Team Size

Depending on the age group and playing division, there are different minimum/maximum numbers of players that can be assigned to a team. The team roster cannot be finalized unless it meets these requirements. The following chart lists the limits by age group (and division where applicable).

	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	U19
Roster Minimum	4	5	5	7	7	9	9	12	12	12	12	12	12	12
Roster Maximum *	6/ 12	8/ 12	8/ 12	11/ 18	11/ 18	14	14	18	18	18	22	22	22	22
Divisions	<ul style="list-style-type: none"> Recreational Rec (Side/Side) 					<ul style="list-style-type: none"> Recreational Classic A, Classic B, Classic C (also designated as SECL and WWCSL) 1st Division Premier Midwest Regional League US Youth National League 								

	Adult
Roster Minimum	12
Roster Maximum	22
Divisions	<ul style="list-style-type: none"> Women's Premier Women's 1st Division Men's U23 Competitive Adult Recreational

** Note: Players in the U6 through U10 age groups have two acceptable roster maximums for (a) Recreational play, or (b) Rec (Side/Side) play (i.e. for "6/12" – 6 is the roster maximum for team play, while 12 is the maximum for side by side soccer).*

Team Staff

Each team is required to have at least one (Head) Coach, however there is no maximum number of Coaches, Assistant Coaches or Team Managers that can be assigned to a particular team. All coaches/managers will be required to complete the risk management review.

Each Coach/Assistant Coach must have a coach license for the 2009-2010 season. Refer to the "Staff" section of the *LeagueOne User Guide* for more information on adding a coach license to a volunteer/staff member's profile.

Team IDs

You will be required to create a unique 6-digit Team ID for each team that you create in LeagueOne. **The first three digits of the Team ID for each team must correspond to your existing club number.** The last three digits of the Team ID may be up to your discretion – however, you should check with your District Registrar to see whether or not they have a specific scheme they want you to follow for the last three digits.

Keep in mind that the Team ID must be unique for each team within your club, but the same Team IDs can be used in subsequent years.

Creating Mixed/Coed Teams

Clubs across WYSA handle “mixed” or “coed” teams differently. In LeagueOne, a mixed/coed team should be created in a boys age group. LeagueOne makes it easy to pool different age groups together to create mixed gender (boys and girls) or combined (i.e. 11 and 12 year olds) teams.

For example, if we want to create a Recreational Coed Under-5 and Under-6 year old team, then we want to merge the U05B, U05G, U06B and U06G age groups together. To do this, go to the Club menu and select “Configure Merged Age Groups,” and follow the steps below:

1. Click the “Add” button in the bottom left-hand corner, and the “New Age Group Merger” window will appear
2. First, choose the division of the team you want to merge (i.e. Recreational), and designate the **oldest boys age group** as the “Master Age Group” (i.e. U06B)
3. Next, choose one of the age groups to merge into the U06B (i.e. U06G), and click “Add” (Figure 1).

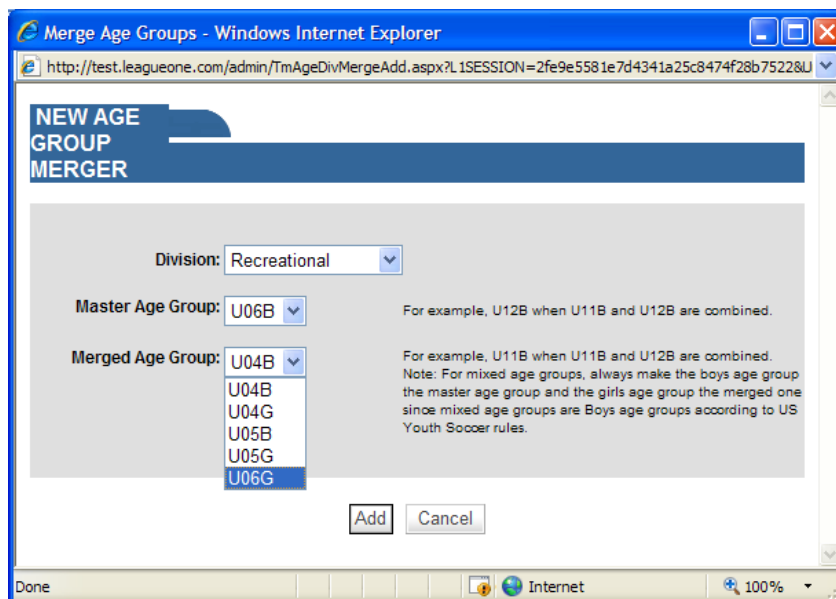


Figure 1

The Age Group Merge screen updates to show the two age groups merge together (Figure 2).

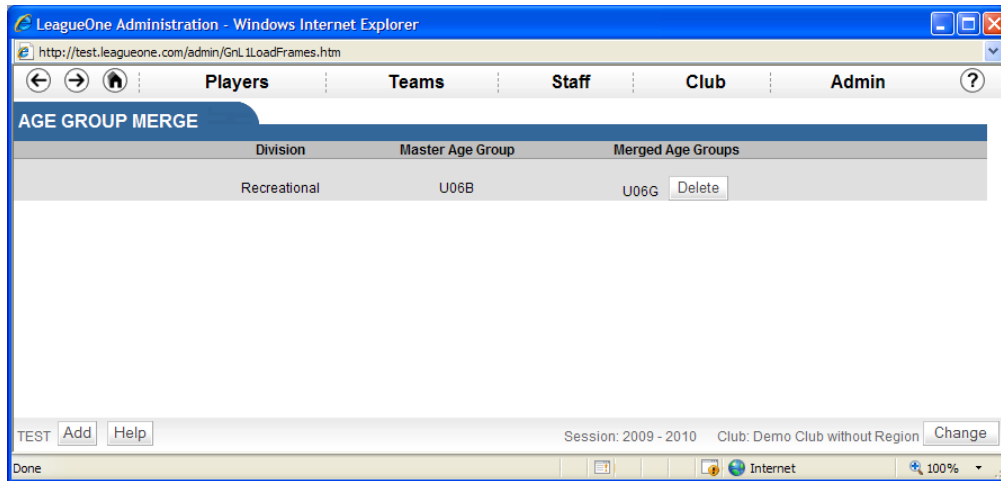


Figure 2

4. Repeat steps 1 through 3 for as many age groups as you want to add to U06B, making sure to choose the same division and same master age group for each.

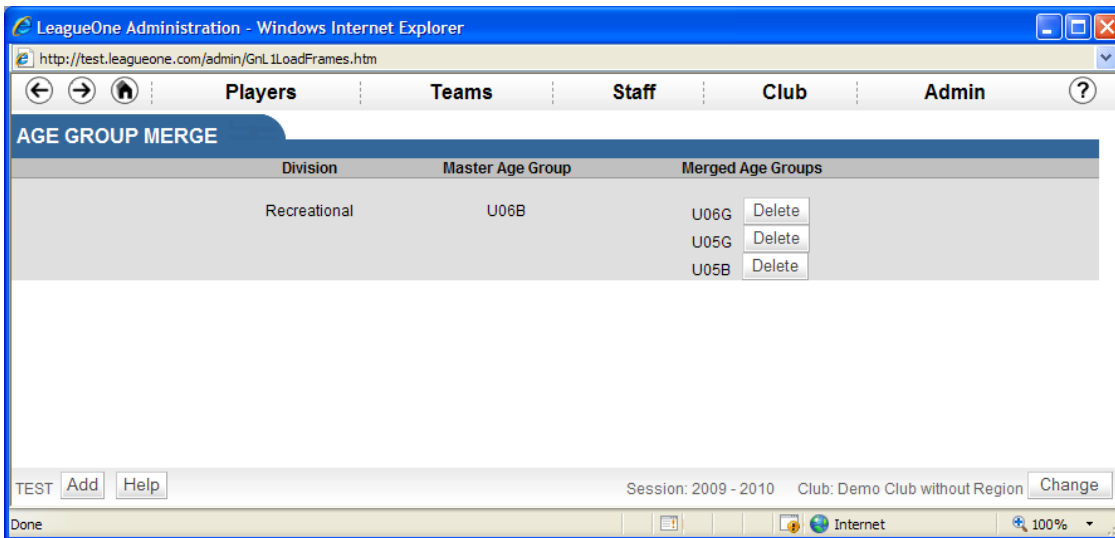


Figure 3

Processing Teams

- All teams are designated as **annual** – meaning that the team is active for the entire playing year (i.e. 2009-2010), and any additions/movements after the roster has been approved will be tracked within LeagueOne.
- The club can print player passes and official rosters once the roster is approved.
- The club can register out of state players, but the roster must be approved by the State Office.
- Competitive teams (those teams from Premier, 1st Division & Classic divisions) may not accept any players who are playing down an age group. Youth – Recreational and Youth – Rec (Side/Side) teams can accept up to two overage players whose birth dates are on or after February 1 (six months prior to the standard August 1 cut off date for an age group).
 - *For example: In the 2008-2009 season, an U12 team can have up to two players who are born as early as 2/1/96 on the team.*

In Summary, during the team approval process, LeagueOne will check each team against the following criteria:

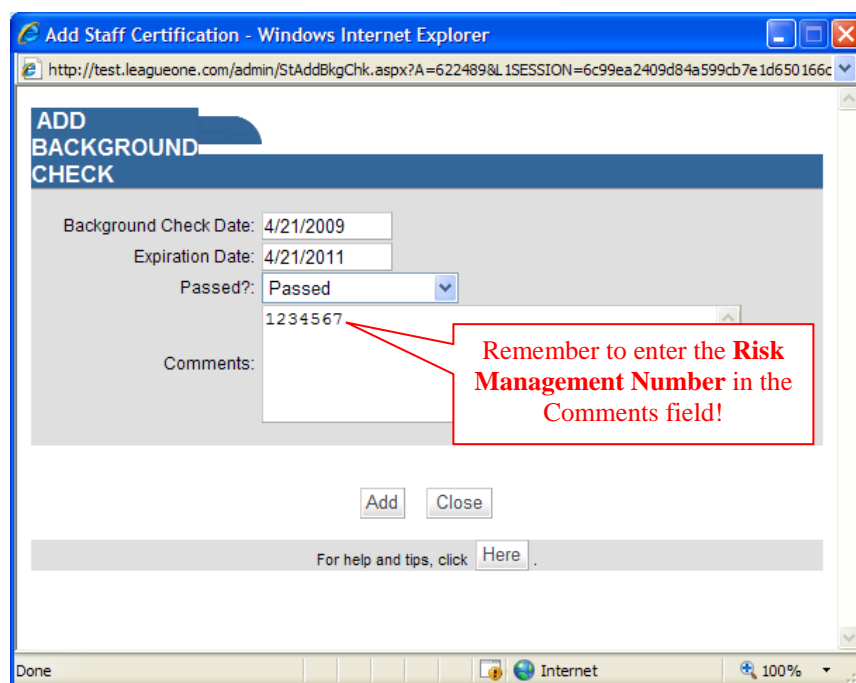
- Appropriate number of players on the roster
- Suitable division for the age group, for example Rec (Side/Side) teams
- Correct ages of players
- At least one coach is assigned to the team
- Coach license on record for each Coach/Assistant Coach
- Whether or not there are out of state players on the team

Once the criteria are met, then the team can be submitted to the District Registrar for approval. If the team is in the Recreational, Rec (Side/Side) or Adult Recreational division, then it is approved by the Club Registrar.

Volunteers & Risk Management

The background check record, expiration date and the risk management number must also be added to each Coach/Assistant Coach's profile. To add a background check record to a Coach/Assistant Coach:

- Step 1:** Retrieve the Coach's record through Staff → Maintain Staff (or by clicking on the Coach's name from the Team Maintenance page)
- Step 2:** Click the "Add Bkg" button in the bottom left-hand corner of the screen, and the Add Background Check window will pop-up (see **Figure 4**).
- Step 3:** Make sure to enter the following information in each field.
- **Expiration Date:** enter date that the background check expires
 - **Passed?:** enter Passed/Failed
 - **Comments:** enter the Risk Management Number



The screenshot shows a web browser window titled "Add Staff Certification - Windows Internet Explorer". The address bar shows the URL: <http://test.leagueone.com/admin/StAddBkgChk.aspx?A=622489&L1SESSION=6c99ea2409d84a599cb7e1d650166c>. The main content area is titled "ADD BACKGROUND CHECK". It contains the following fields:

- Background Check Date: 4/21/2009
- Expiration Date: 4/21/2011
- Passed?: Passed (dropdown menu)
- Comments: 1234567

A red callout box with a white background and a red border points to the "Comments" field. The text inside the callout box reads: "Remember to enter the Risk Management Number in the Comments field!". Below the form are "Add" and "Close" buttons. At the bottom, there is a link: "For help and tips, click [Here](#)".

Figure 4

- Step 4:** Click "Add" once you have entered all of the required information.
- Step 5:** The Background Check record will appear on the staff person's page in the "Background Checks" section.

Note: The WYSA Certification and Risk Management Status report (available through Admin → Reports) will allow you to review all of the coaches/assistant coaches in your club to make sure that their coach licenses and background checks are valid.

Transfer Policy

Once a team has been approved, we expect that some player movement will occur. Below is a chart/explanation of how the transfer of players works from the club level.

Transferring Players

- a. **Competitive Players (State Only)**
 - i. All competitive player transfer requests must be submitted to the WYSA state office via paper form. Once the player transfer has been approved, the State Office will finalize the transfer in LeagueOne, thus enabling the club or district to print the pass or roster.
 - ii. If a district registrar tries to initiate a transfer in a competitive division within the LeagueOne system, they will receive a message prompt informing them that they are not authorized to perform a transfer.

- b. **Recreational Players (District & Above)**
 - i. Any transfers for recreational divisions must be executed at the district level. (This will include initiation and execution). District level administrators can utilize the player transfer utility within LeagueOne to initiate a transfer (see instructions below).

Division	Initiation of Player Transfer:	Approval	Roster Printing	Player Transfer
Competitive Divisions	Parent of Player submits initial transfer request via paper form to State Office	State Office Only	Club Registrar & District Registrar	Initiated by State Office via LeagueOne
Recreational Divisions	District Level Initiates transfer via LeagueOne	State or District level	Club Registrar & District Registrar	Initiated by District/State Level via LeagueOne

Pass Print Flow

Clubs will be able to print their own player passes once the District has reviewed and approved the team. The diagram below (Figure 5) illustrates the flow between the Club and District.

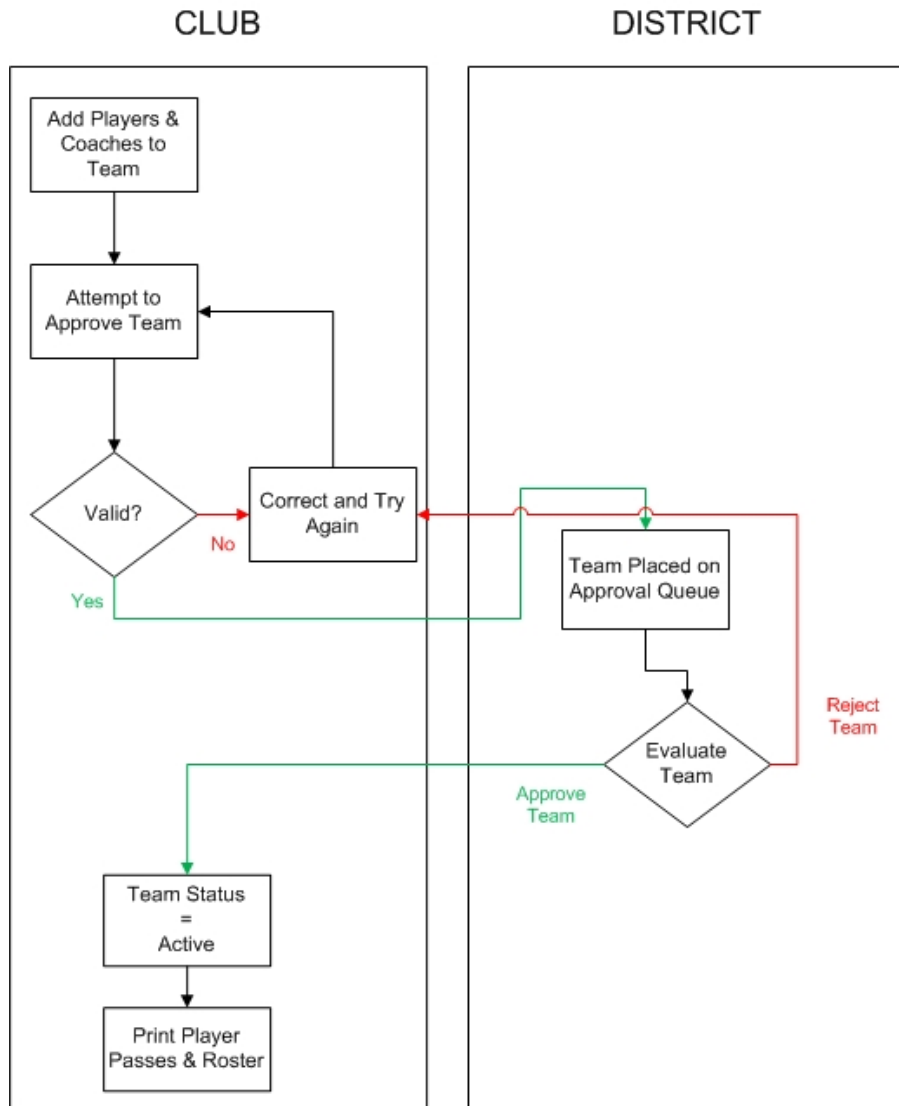


Figure 5

Once the District Registrar approves the team, the status changes to “Active” and the Club Registrar can print the official roster and player passes. Coach Passes will continue to be generated through the eCoaching system.

Billing

The WYSA Billing Report (accessible through the Reports screen in the Admin menu) can be used to calculate the number of registrations that your club will be billed for. This report provides a count of the number of registered players by club (or region).

Frequently Asked Questions

How can I track whether or not I have collected a birth certificate for a player in LeagueOne?

Answer: You can use one of the configurable fields to track whether or not you have collected a birth certificate for each player. If you click the “Pre-fill Config Field” option, then the information will pre-fill in that field each time you register the player. For example, enter a “Y” in this field the first time you collect a copy of the birth certificate and each time you re-register the player, you will see that the field has already been updated to “Y.” More information on how to edit your club default information is available in Customizing Your Club section of the *LeagueOne User Guide*.

How do I give someone else access to LeagueOne?

Answer: Registrars have the ability to assign User IDs and Jobs to other people within their organization. Refer to the Administration section of the *LeagueOne User Guide* for details on assigning jobs and User IDs.

Which jobs can I assign to someone else in my organization?

Answer: There are a variety of other jobs you can assign to others in your organization. The jobs and rights are outlined in the table below.

Job	Rights
Club Registrar	Has the most rights of any user at the Club level. Can assign other jobs to anyone else in their Club or at the Regions below. Can view AND update information, including player registration and team approval.
Region Registrar	Can view AND update information within their own Region, including player registration and team approval. Must go to higher level (Club Registrar) to assign other users and jobs.
Assistant Registrar	Can view information in the club. Can register players, but cannot assign jobs and cannot approve teams.
Club/Region President, Vice-President, Treasurer, Board or Other	Can only view information in the club, run reports, etc. Cannot register players, update information or approve teams.
Assistant Coach, Coach, Team Manager, Referee & Director of Coaching	No user rights to login or view information. Must be assigned an additional job (i.e. Club Job Other) for access to LeagueOne.

How do I get support?

Answer: LeagueOne support is provided directly by the Wisconsin Youth Soccer Association. If you have a question about LeagueOne, please contact the state office. If they are not able to answer your question, they will escalate to the LeagueOne Support Team at The Active Network to get a resolution.

Can the State Office look at my registration fees or change them?

Answer: Only if you allow them to make changes. By default, the state office cannot delete or change a player's registration record in your club. If you want to allow them to have access to make these changes, go to the Club menu and select "Maintain Club Information," and check the box next to the option: "*Allow State Registrar to Register Players.*"